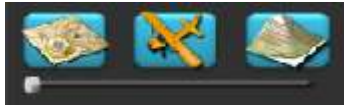


## **HELP**

**Listed below are the mapping tools with a short description of their functions. For a more detailed description, see the Step-by-Step walkthrough.**



**Slider Tool** – Slide the silver ball left or right to toggle between the Basemap, Aerial and Topography layers. This is useful for a smooth blend of the layers to see how they relate and to view the most information as quickly as possible. Within the slider tool, are three buttons indicating layers available for viewing:



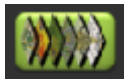
**Basemap Tool** - Click this button to see parcel lines, addresses, building footprints, roads, waterways etc. without the aerial photography.



**Aerial Photography Tool** - Click this button to turn on an actual picture of the area taken from the air. Our photography was taken by Sanborn in March of 2008.



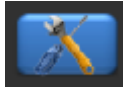
**Topography Tool** - Click this button to see contour lines indicating the height of the objects on the map. The individual contour lines are labeled in 10 foot intervals for easy identification.



**Map Layers Tool** – This allows you to change the properties of the map layers you have turned on and contains additional layers for the map like zoning, FEMA flood data, Historic information, etc.



**Address Locator Tool** – This allows you to search for any property in Hamilton County by address. You can also create a mail merge with this tool that can be exported to Microsoft Excel.



**Tool Box Tool** - Click this same symbol to get the toolbar to expand all the tools and collapse them when you are finished. Available tools include:



**Identify Tool** – Click on properties you need information about including owner names, appraisal value, deed book numbers, etc.



**Draw Tool** – Click the pen icon to open the toolbar for drawing shown here:



You can then choose from the icons within the toolbar to create your drawing on the map. Included are points, lines, curves, polygons, multisided shapes and a text box. Text color and size can be specified using the boxes to the right of the text entry box.



**Measure Tool** – Measure a map object's area, length, height and more with this tool. For each icon shown in the message box, there is a choice of units for measuring (acres, feet, miles, etc).



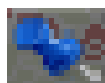
**Search Tool** – Allows you to search for properties by text or graphics. A message box appears with the following buttons to customize your search options. Depending on the type of information you are using to search with, you can choose the tool that is most helpful for you.



**Text Search** - Search by street name, tax map number or owner name.



**Graphic Search** – Draw a search area onto the map to look in and narrow down your results from there.



**X, Y Coordinate Search** – Enter X, Y coordinates for a map object to pinpoint a location.



**Buffer Tool** – Create a custom buffer in your choice of measurement units and area to include features of interest such as Emergency Services Locations, Religious Facilities, Healthcare Facilities and/or Schools. Any, all or none of these may be chosen to appear in your buffer results.



**Bing Birds Eye View**– Simply click this tool and then click the location on the map where you would like to see a “bird’s eye view” of the property. Services provided by Bing immediately link you directly to Bing and allows full manipulation of the image. Rotating the image, looking at the Bing aerial imagery and zooming in and out are just some of the ways you can look at the desired area. This image is an example:



**Google Street View** – See the property you are interested in as if you are driving down the road in front of it. This service provided by Google looks like this:



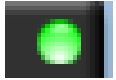
The top right square icon is to make the image larger, the top left north arrow allows you to move the area for a different angle, and the + and – in the upper left hand allow zooming in and out.



**Help** – description of tools, step-by-step walkthrough, general help, troubleshooting



**Print Tool** – This button allows you orient, size and print the map you create with a title.



**Activate/Deactivate Tool** – By clicking this green node, you are able to hide the entire toolbar for a map view without obstruction. Simply click the red node that appears in its place to restore the toolbar view.



**Overview Map Inset** – Click on the red Hamilton County seal to reveal an overview map of the area you are looking at including the surrounding area as it pertains to the whole county. When open, it will enlarge and update whenever you manipulate the main map.



Click the green Hamilton County Seal to hide the inset.



**Navigation Pane Inactive** – This window is automatically not active until you hover your mouse pointer over it. When it activates it darkens like this:



**Navigation Pane Active** – Use the direction letters to pan the main map North, South, East or West. Click the globe symbol to zoom out to full extent (Shows the whole county). Use the vertical slider to zoom in or out. Notice the Scale is also located within this tool. You can also click the + and - signs to zoom.



Direct link to: <http://qis.hamiltontn.gov/>

### **QUICK TIPS:**

1. Double click any area to zoom in when you do not have a tool open.
2. Use your mouse roller to zoom in or out.
3. The map automatically stays in Pan Mode from the time it opens so all you have to do is point and drag the map.
4. Hold shift and the left mouse button and draw a square to zoom in.